

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – November 10, 2014

Present: Linda Beam, Julio Farias, Ann Garten, Irene Graff, Chris Jeffries, Rafeed Kahn, Jeanie Nishime, Susan Pickens, Estina Pratt, Luukia Smith, Jean Shankweiler, Claudia Striepe, Will Warren.

1. Policies and Procedures
 - a. Susan will bring a listing to College Council next week.
 - b. It was noted that College Council spends most of its time reviewing policies and procedures.
 - c. Not all policies and procedures fall under Collegial Consultation. There was a suggestion to identify where each policy/procedure needs to go.
 - d. There was some discussion about hiring a consultant to assist with the policy and procedure revision process.
2. BP 2410 (Board Policy and Administrative Procedure) – Chris Gold’s version was reviewed. It was noted that Chris Gold’s concerns are already addressed in BP/AP 2510. College Council made revisions to Chris Gold’s version.
3. College Council members are to bring their copy of *Making Decisions at El Camino College* to College Council.
4. AP 3050 (Institutional Code of Ethics) – It was noted that there was a desire by some to include consequences for violation of the procedure. It was also noted that violations and consequences may already be addressed in other policies/procedures.

Agenda – November 17, 2014

1. Minutes
2. Board Agenda
3. Schedule Policy and Procedure review sessions
4. BP and AP 2410 (Board Policy and Administrative Procedure)

Agenda November 24, 2014

1. AP 3050 (Institutional Code of Ethics): Share any feedback from constituents.
2. BP 1600 (Full Inclusions of People With Disabilities): Share any feedback from constituents.
3. AP 6200 (Budget Preparation) – Jo Ann to bring policy
4. AP 6300 (Fiscal Management) – Jo Ann to bring policy
5. AP 6520 (Security for District Personnel and Property) – Jo Ann to bring policy

2014-15 College Council Goals

1. Set up a specific review process and cycle for policies and procedures.
Measure: Review process is established.
2. Review *Making Decisions at El Camino College* and revise as needed.
Measure: Document is reviewed and revised as needed.
3. Review and revise College Council's purpose statement, roles, and responsibilities.
Measure: College Council reviewed and revised its purpose statement.
Measure: College Council lists its purpose statement (including Strategic Initiative C) on each meeting agenda.